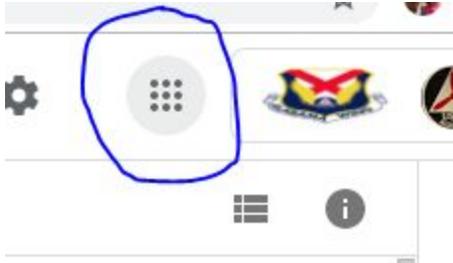
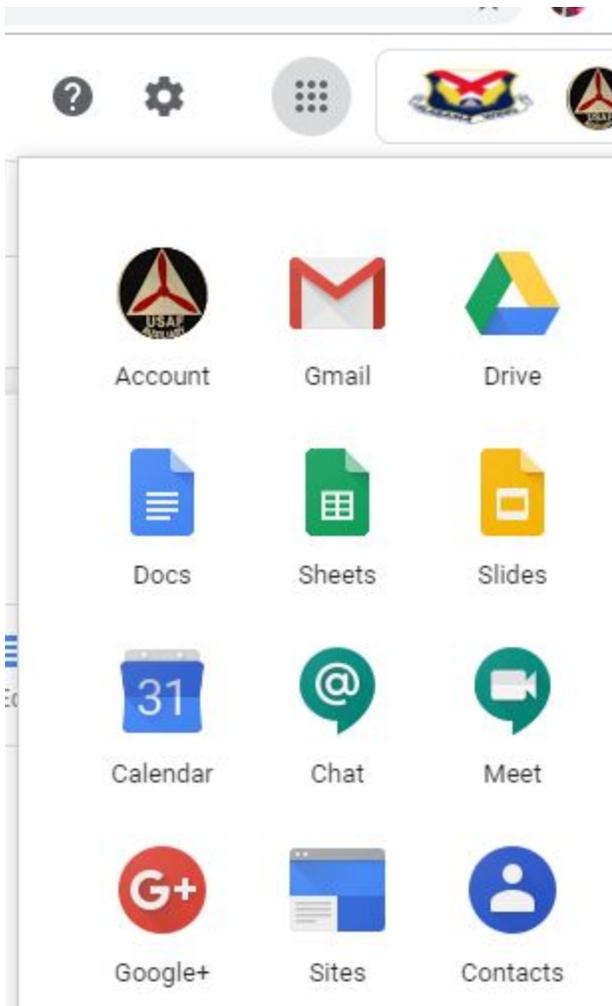


How to access your google drive or Team Drive:

1) After login and you are able to see an icon similar to the one below(might not be exactly the same), notice the block of dots to the left.

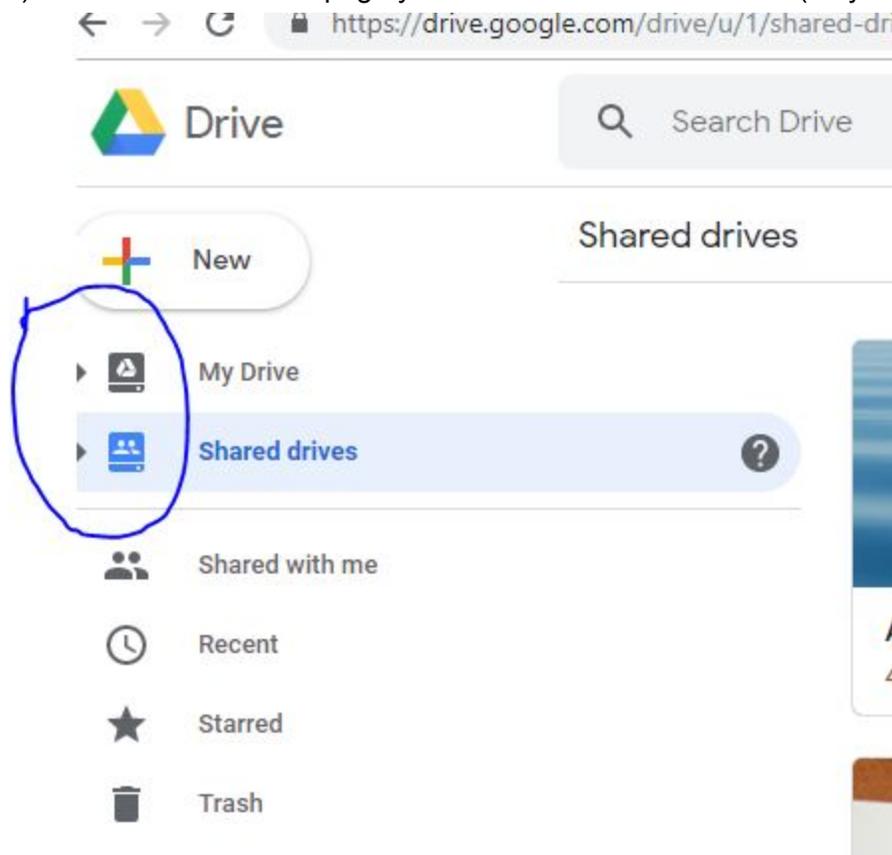


2) Select this set of dots and notice there are a number of app(lications) that open up.



- These apps are accessible to us as part of the G Suite package.

3) On the left side of the page you will notice a Shared Drive: (may not be exactly the same)



- Shared Drive access is only by:
  - Roles will be limited to
    - Manager: manage content, members, and settings.
    - Content manager: add, edit, move, delete files.
    - Contributor: add, edit and upload new files, but can't move or delete files.
    - Commenter: Can only comment on all files.
    - Viewer: Can only view all files.
  - By lowest level commander primarily dictated by duty assignment

4) Click on the > Shared Drives and you will notice there may be a number of drives with only your unit drive that you will be authorized to access. If you feel that your duty assignment should allow you to have access, send an email to your commander and if it is determined that you should be granted access, the IT team will grant this with the lowest role necessary. This is to ensure the protection of unit data and oversight by the unit commander.